Introduction

Welcome to the official newsletter of the CSTARS ORSI deployment effort. The purpose of this newsletter is to communicate important CSTARS ORSI information that will impact *your* work at the Department of Commerce.

The following information can be found in this newsletter:

If you have any questions or comments please contact the CSTARS Obligation and Requisition Standard Interface (ORSI) team at ORSITeam@doc.gov.

Hot Topics

CSTARS ORSI Deployment Information Webpage: The CSTARS ORSI Team has created a website that will be used as a single point of reference for all CSTARS ORSI information. This page can be found at http://www.camsic.osec.doc.gov/orsi/CSTARS.htm.

Question and Answer Log: The CSTARS ORSI Team has been fielding questions from various stakeholders regarding the CSTARS ORSI implementation. The ORSI Team has logged all of these questions (and their answers) in the CSTARS ORSI Q&A log. This document can be found at the Q&A Log link on the CSTARS ORSI webpage.

Testing

Functional Testing Synopsis: The CSTARS ORSI Team completed functional testing efforts on February 28th, 2005. The CSTARS ORSI Testing team ran over 50 test scripts that tested all of the functional requirements included in the CSTARS ORSI Functional Requirements Document.

In addition to the CSTARS ORSI functional testing, the CSTARS ORSI Team conducted regression testing to ensure that the integration of the interface did not negatively impact existing functionality.

Bureau Participation in Functional Testing: The CSTARS ORSI Team invited Bureau participants to come to the CSC so that they could participate in functional testing prior to the official release of code. Bureau testers that attended testing were able to test Bureau-specific scenarios and become acquainted to the CSTARS ORSI code.

The CSC would like to thank all of those that attended functional testing as they were able to help the CSTARS ORSI testing team conduct a thorough test of the CSTARS ORSI code.

The following Bureau representatives took part in functional testing at the CSC:

Census	NIST	NOAA	OS
Mike Sam (Procurement/Finance)	Jurgen Brunner (Finance)	Steve Brunvoll (Finance)	Jackie Johnson (Procurement)
	Pat Grimes (Procurement)	Cheryl Griffin (Finance)	Lorenzo Ariyo-Lewis (Procurement)
	Sandy Febach (Procurement)	Deena Swain (Finance)	
	Cheri Smith (Procurement)	Pat O'Connor (Finance)	
		Jacob Nyquist (Procurement)	
		Joel Perlroth (Procurement)	

Deployment

Deployment Plan Execution: Bureau staff should begin to conduct the tasks listed in the CSTARS ORSI Deployment Approach and Plan v2.02. If Bureau staff have any questions about the tasks listed in the Deployment Plan they should contact the CSTARS ORSI Team at ORSITeam@doc.gov.

The CSC plans to update the Deployment Plan in March based on comments received from the Bureaus.

Conversion Support: The CSTARS ORSI Team is currently working to finalize the dates for on-site conversion support that was described in the CSTARS ORSI Deployment Approach and Plan v2.02.   The CSTARS ORSI Team will work with Bureau CSTARS ORSI representatives to determine the final dates for the Bureau conversion support.

CD-435 Paper Copy Processing: The CSTARS ORSI Team plans to facilitate a meeting in late March to discuss possible process changes regarding the CD-435 Requisition form. The CSTARS ORSI Team will work with the CSTARS ORSI deployment managers to set-up this meeting.

Training

Train-the-Trainer Program: The CSTARS ORSI Train-the-Trainer program is currently being held at the CBS Support Center (CSC) in Gaithersburg, MD. This program will train Bureau representatives on the different modules included in the ORSI effort. Bureau trainers are in-turn expected to train to-be Bureau users on the CSTARS ORSI system.

The class schedule and list of attendees was distributed to the Bureaus on February 24th, 2005 as Appendix III in the final version of the CSTARS ORSI Training Plan v2.01. This document can be found at http://www.camsic.osec.doc.gov/orsi/CSTARS.htm.

Open House: The CSTARS ORSI Team will be hosting an open house at the CBS Support Center on March 22nd, 2005. Bureau representatives that come to this open house will have the ability to partake in the following activities:

- General system demo
- Question and answer with CSTARS ORSI Team members
- System training

The CSTARS ORSI Team plans to send out more information to the Bureaus regarding the open house on approximately March 11th, 2005.

Cross-Bureau Train-the-Trainer Follow-up: Members of the ORSI Team will be conducting a meeting in late March/early April to discuss end-user training with Bureau representatives. This meeting will help OAM management ensure that users throughout the department receive consistent training regarding key CSTARS ORSI concepts.

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CSTARS ORSI Status (as of 3/08/2005)

Synopsis

Development/Testing: The CSTARS ORSI Team has completed development and testing efforts of the CSTARS ORSI code at the CSC.   The CSC released the CSTARS ORSI code to the Bureaus on March 2nd, 2005.

Deployment Planning: The CSTARS ORSI Deployment Approach and Plan v2.02 has been finalized. Bureau staff should begin conducting the tasks listed in the Deployment Plan.

Training: The CSTARS ORSI Team has finalized the CSTARS ORSI Training Plan and is currently conducting functional CSTARS ORSI training.   The CSTARS ORSI Train-the-Trainer program will end on March 22nd, 2005.

Detailed Status

Development

- The CSTARS ORSI development team has completed programming the Comprizon.Request, Comprizon.Buy, TIBCO, and CFS portions of the CSTARS ORSI.   The team has delivered patches to the CSTARS ORSI code to fix errors found by the testing team during functional testing.
- The CSTARS ORSI Team has completed the final version of the CSTARS ORSI installation guide. This document will be released to the Bureaus with the code on March 2nd, 2005.

Functional Testing

- The CSTARS ORSI testing team has completed functional testing of the CSTARS ORSI code.
- The CSTARS ORSI Testing team created over 50 test scripts that tested all of the functional requirements included in the CSTARS ORSI Functional Requirements Document. Bureau staff wishing to receive soft copies of the CSC testing documentation should contact the ORSI Team at ORSITeam@doc.gov.

Deployment Planning

- The CSTARS ORSI Team has completed the final Deployment Approach and Plan v2.02. This document was sent to bureau representatives on January 25th, 2005. This document can be found on the CSC website at http://205.159.118.129/design/designdocs.htm.

Training

- The CSTARS ORSI Training Plan has been finalized and training sessions are currently being conducted. Appendix III in the CSTARS ORSI Training Plan contains the final class schedule and roster.   This document can be found at http://205.159.118.129/design/designdocs.htm.

Training Information – Requisition/Award PIIN Formats

Requisition PIIN Format

The requisition Procurement Instrument Identification Number (PIIN) format for the Department has been standardized as 8-1-5. Department policy has laid out the following rules for the requisition PIIN format:

1A. ***Bureau/Sub-Bureau Code*:** Positions one and two are the Bureau/Sub-Bureau Codes already established by the codes listed in Chapter 4 of the Administrative Payments Manual.

1B. ***Organization Code Identifier*:** Positions three through eight are the organization identification code. Heads of operating units at the Bureaus have set the content of this code. In most cases, the ACCS Organization Code is the baseline.

2. ***Fiscal Year*:** Position nine is a one digit Fiscal Year designator, e.g., 0 for FY 90.

3. ***Alpha/Numeric Serial Number:*** Positions 10 through 14 are alpha/numeric serial numbers. When read with other elements of the requisition number, this code uniquely identifies the requisition.

Award PIIN Format

The award PIIN format for the Department has been standardized at 6-2-2-4. Department policy has laid out the following rules for the award PIIN format:

1. ***Activity Code:*** The activity code is 6-digit alpha-numeric field, and includes a combination of the contracting office code and the activity code of the requiring bureau or agency.

2. ***Fiscal Year:*** The fiscal year is designated by 2 digits and indicates the last 2 positions of the fiscal year of the base transaction. There are no CSTARS transactions processed prior to fiscal year 2001.

3. ***Counter Code:*** The counter code is 2-digit alphabetic, and resembles the old transaction codes, and identifies the type of action. Counter codes identify the type of acquisition transaction being processed. For example, a simplified acquisition award for services that contains a fixed price uses the counter code SE; a prepaid simplified acquisition for supplies would use the counter code AU. The first letter of the counter code designates whether the action is a simplified acquisition, advance pay acquisition, un-priced order, contract, or agreements, and are designated with the codes S, A, U, C, and B respectively.

4. ***Serial Number:*** The serial number is a sequential 4 digit numeric field. The automated procurement system generates the serial number based upon the selected counter code. This means that more than one document may be numbered 0001 during the current fiscal year. Close attention must be paid to the counter code indicator.